



**TOWN OF HERNDON, VIRGINIA
P.O. BOX 427
HERNDON, VA 20172
(703) 435-6800**

Date: February 19, 2016

ADDENDUM NO. 2

TO: ALL PROSPECTIVE BIDDERS
REFERENCE: **IFB #16-07**
TITLE: **LEGAL ADVERTISEMENT SERVICES**
DUE: **February 29, 2016 at 3:00 P.M. (revised)**

The referenced invitation for bid (IFB) is amended as follows:

1. On page two of the solicitation, replace the Title: "Electrical Services" with "Legal Advertisement Services."

The following inquiry regarding this solicitation was received (January 20, 2016) prior to the date (January 28, 2016) for receiving questions:

1. We have a question regarding -

5.2 Additional Town of Herndon criteria:

B. Provide a map depicting a minimum of 50 percent or better distribution to single family homes and town homes in the Town of Herndon corporate limits and distribution to the Herndon Municipal Center, the Herndon Community Center and Herndon Town Hall.

Is this a necessary newspaper requirement, to submitting this bid? It seems to be a high percentage for a newspaper to acquire only in the Herndon area. Does the 50% also include Fairfax County? Or, if by chance you happen to already know of a newspaper(s) that meets this percentage (maybe, from past years); we would be interested in knowing the other paper(s).

In addition, we publish the legal notices for Fairfax County Government (under contract) which, also include the Fairfax County Circuit Courts. We publish our print legal notices on our Web-Page as well which, has a very high volume throughout Fairfax County. Please let me know if our web traffic could be calculated into this percentage.

Response:

As stated in the solicitation, the distribution to **Town of Herndon** residents is an important and critical element for the citizens of the Town in order to notify them of upcoming Town Council meetings, public bodies' meetings, meetings of the local planning commission, proposed amendment(s) of the zoning ordinance, advertisements and notices for elections, events, public meetings and other such Town-business related activities.

All potential offerors must meet the qualifications as listed under section V. "QUALIFICATIONS" of pages 9 and 10 of the solicitation. The requested map refers, as stated, to the Town, and is not necessarily germane to the distribution of a newspaper of general circulation in Fairfax County. Web traffic, by State law, does not currently qualify in meeting this requirement.

Charles J. Baker, MPA, VCO, CPPO
Purchasing Agent

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT INVITATION FOR BID:

Name of Firm

(Signature)

(Date)

THE BIDDER SHALL INCLUDE A SIGNED COPY OF THIS ADDENDUM WITH THE SEALED BID OR RETURNED PRIOR TO DUE DATE/TIME.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL BID DOCUMENT. THE BIDDER MUST STILL SIGN THE ORIGINAL BID DOCUMENT.